

# Interview Rubrics

Category \_\_\_\_\_  
Teacher \_\_\_\_\_

Student \_\_\_\_\_  
School \_\_\_\_\_

Criteria	1	2	3	4	Score
<b>Appearance</b>	<ul style="list-style-type: none"> <li>Overall appearance is untidy</li> <li>Choice in clothing is inappropriate for any job interview (torn unclean, wrinkled)</li> <li>Poor grooming</li> </ul>	<ul style="list-style-type: none"> <li>Appearance is somewhat untidy</li> <li>Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.)</li> <li>Grooming attempt is evident</li> </ul>	<ul style="list-style-type: none"> <li>Overall neat appearance</li> <li>Choice in clothing is acceptable for the type of interview</li> <li>Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles)</li> </ul>	<ul style="list-style-type: none"> <li>Overall appearance is very neat</li> <li>Choice in clothing is appropriate for any job interview</li> <li>Very well groomed (hair, make-up, clothes pressed, etc.)</li> <li>Overall appearance is businesslike</li> </ul>	
<b>Greeting</b>	<ul style="list-style-type: none"> <li>Unacceptable behavior and language</li> <li>Unfriendly and not courteous</li> </ul>	<ul style="list-style-type: none"> <li>Used typical behavior and language – did not modify behavior to fit the interview</li> <li>Attempts to be courteous to all in interview setting</li> </ul>	<ul style="list-style-type: none"> <li>Acceptable behavior, well mannered, professionalism lacking</li> <li>Courteous to all involved in interview</li> </ul>	<ul style="list-style-type: none"> <li>Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)</li> <li>Friendly and courteous to all involved in interview</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>Presentation shows lack of interest</li> <li>Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling)</li> <li>Facts about job not included</li> <li>Volume is inappropriate for interview (ex. Spoke too loudly, too softly)</li> </ul>	<ul style="list-style-type: none"> <li>Showed some interest</li> <li>Speaking is unclear– lapses in sentence structure and grammar</li> <li>Knowledge of job is minimal</li> </ul> <p>Volume is uneven (varied)</p>	<ul style="list-style-type: none"> <li>Showed interest throughout the interview</li> <li>Speaking clearly</li> <li>Minimal mistakes in sentence structure and grammar</li> <li>Knowledge and facts are included/shared</li> <li>Volume is appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Very attentive</li> <li>Speaking clearly</li> <li>Appropriate use of sentence structure and grammar</li> <li>Commitment &amp; enthusiasm for job is conveyed</li> <li>Volume conveys business tone</li> </ul>	
<b>Body Language</b>	<ul style="list-style-type: none"> <li>Fidgeted – ex. constant movement of hands and feet</li> <li>Lack of eye contact</li> <li>Slouching all the time</li> </ul>	<ul style="list-style-type: none"> <li>Fidgeted – ex. movement of hands and feet frequently</li> <li>Eye contact is made intermittently</li> <li>Occasionally slouching</li> </ul>	<ul style="list-style-type: none"> <li>Minimal fidgeting (ex. occasionally shifting)</li> <li>Occasional loss of eye contact</li> <li>Brief slouching, but quickly correcting self</li> </ul>	<ul style="list-style-type: none"> <li>No fidgeting</li> <li>Eye contact made</li> <li>Sitting straight in chair</li> </ul>	
<b>Responding to Questions</b>	<ul style="list-style-type: none"> <li>Inappropriate answers to questions</li> <li>Did not attempt to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>Gives inaccurate answers</li> <li>Attempts to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>Answers are acceptable and accurate</li> <li>Answers questions</li> </ul>	<ul style="list-style-type: none"> <li>Thorough answers to questions</li> </ul>	
<b>Asking Questions</b>	<ul style="list-style-type: none"> <li>No questions asked</li> </ul>	<ul style="list-style-type: none"> <li>Student asked questions that were not related to the job</li> </ul>	<ul style="list-style-type: none"> <li>Asked questions relating to the desired position</li> </ul>	<ul style="list-style-type: none"> <li>Asked questions relating to the desired position. (Evidence is shown that the applicant had researched the business or career field)</li> <li>Asked questions related to the business or career field</li> </ul>	
<b>Total</b>					